Group-Folders

Description

Group folders are folders with special properties that make them for example particularly suitable for use in projects:

- They are outside their personal storage area
  - Therefore, they are not deleted when the person applying for them leaves the university
  - Therefore, they are not burden your personal Storage quota
- The HRZ authorizes the administrative persons to the group folder via a group
- The group members can authorize other university members and employees (i.e. also students), as well as third parties non related to the university.

Provision

Group folders can be recognised by the icon , the name starts with the prefix „**JHS-**“. The provisioning takes place

- in **Root directory of the CCS** for group members
- in the **Shares folder of the CCS** for persons who have been authorized by group members
  - This happens through the group members in the Web-App Dateien via a file share.
- in the **web browser** for people who have been authorized via a public share

Note: If you are using the Nextcloud desktop client synchronize folders and files locally, group folders are **not automatically locally synchronized**. You can activate synchronization manually in the Nextcloud desktop client if required.

Permissions

Writing: With the ability to „Write“, group members are able to edit and save data in the group-file.

Delete: With the right of „Delete“ group members are able to delete data in the group-file.

Share: With the ability to „Share“ group members are able to give other person access on the group-file. This is possible via a Link.

Request

Group folders are only created by the HRZ for University members **with the exception of students**. They must be requested via the ticket system and should contain the following information:

- **Area**: Collaboration Cloud
- **Name of the group folder**: The name must reflect the content aspect here.
- **Owner**: Person responsible for the requested folder.
- **Group members**: Persons who are to be authorized by the HRZ to access the requested folder. Please only name the administrative members of the group and authorize other participants yourself (keyword: Internal shares).
- **Size**: Required capacity in GB, default is 10 GB.

Notes:

- **Owner / group member can only be university members or staff with the exception of students**. Ideally, please provide us with the login name, alternatively full name or email.
- **Students and external members cannot be authorised by the HRZ**, these must be authorised by the group members themselves via release.
- Please note that corporate storage is quite expensive and limit to what is necessary.
- If you do not wish to use the „Share“ authorisation, please let us know.

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